

ASSISTANT CITY ATTORNEY

DEFINITION

Under general direction, to perform a wide range of legal services of a complex nature in representing the City and providing advice and counsel to City Council, City Planning Commission, city staff and other official City boards and commissions; to provide highly complex staff assistance to the City Attorney and others; and to perform related work as required.

CLASS CHARACTERISTICS

This is a single-position classification, reporting to the City Attorney. The incumbent may supervise the administrative functions and staff in the City Attorney's Office, and acts for the City Attorney in his/her absence. Incumbents prepare and review a wide range of documents, such as ordinances, resolutions contracts, leases, deeds, opinions and legal memorandums. The incumbent assists the City attorney in the performance of a wide variety of the more complex professional legal and administrative duties, and assignments are completed with minimum supervision.

EXAMPLES OF DUTIES (Illustrative Only)

- Performs complex legal research and prepares legal opinions for the City Council, the Planning Commission, the City Manager and departments
- Attends, as legal advisor, all meetings of the City Planning Commission and meetings of the City Council in the absence of the City Attorney
- Advises the Council and all City boards, commissions, and officers in all matters of law pertaining to their offices and their powers and duties
- Prepares and draft all types of legal documents, such as ordinances, resolutions, agreements, deeds, and leases, opinions and legal memorandums
- Represents the City in court and before administrative bodies, as assigned
- Represents the City in meetings with other jurisdictions, as assigned
- Supervises the work assigned to outside counsel
- Recommends changes in City policies and practices, laws, rules, and regulations to comply with legal requirements
- Prepares and maintains a variety of records, reports and correspondence related to assigned activities
- Acts on behalf of the City Attorney when needed

QUALIFICATIONS

Knowledge of

- The specialized field of municipal government law
- Principles and practices of civil and administrative law
- City ordinances, state and federal statutes, state and federal constitutional provisions, and state and federal judicial decisions
- Pleadings and effective practices and techniques in the presentation of court cases
- Judicial procedures and rules of evidence
- Principles, methods and techniques of legal research and investigation
- Statutory and case law relating to community development, land use and environment and other areas of municipal law
- State laws and court cases applicable to municipalities and public bodies
- Principles and practices of municipal law and public administration

Skill in

- Preparing legal briefs and other legal documents and instruments
- Defining issues, performing legal research and analyzing problems, evaluating alternatives and developing sound conclusions and recommendations
- Presenting statements of fact, law and argument clearly and logically
- Interpreting State and Federal laws, regulations, legislation and constitutional provisions affecting municipal operations
- Preparing clear, concise and competent resolutions, ordinances, contracts, leases, deeds, reports, correspondence, and other written materials
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Using computer technology and applications in the performance of daily activities

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to a Juris Doctorate from an accredited law school, and five (5) years of experience in the practice of law, three (3) of which much be municipal law. Previous experience with a city and/or land use experience is highly desirable.

LICENSES OR CERTIFICATES

Membership in the State Bar of California.

Possession of a valid California driver's license.

PHYSICAL DEMANDS

Mobility to work in a standard office environment, use standard office equipment and attend off-site and evening meetings. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office duties; lift light to moderately heavy weights. Manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.